

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☒ NEW POSITION ☐ EXISTING POSITION

PART I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name KANSAS DEPARTMENT OF AGRICULTURE		9. Position No. K0	10. Budget Program Number 66140	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position)		
3. Division Division of Food Safety and Lodging		12. Proposed Class Title		
4. Section Food Safety		For Use By Personnel Office	13. Allocation	
5. Unit			14. Effective Date	
6. Location (address where employee works) City: TOPEKA County: SHAWNEE			15. By	Approved
7. (Circle appropriate time) <input checked="" type="checkbox"/> Full time <input type="checkbox"/> Permanent <input type="checkbox"/> Inter. <input type="checkbox"/> Part time <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> 100%			16. Audit Date: By: Date: By:	
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM TO: 5:00 PM			17. Audit Date: By: Date: By:	

Agency Number: 046

Position Number: K0

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Adam Inman K0219513		PSE II

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
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20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Employee is allowed a great deal of latitude in completing work. Instructions and guidelines are provided at the beginning of employment and updated as changes occur. Special assignments are given both verbally and in writing. Assignments vary from highly detailed to very general in nature. Employee must be able to work independently and within group settings. Must be organized with an ability to prioritize tasks.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use and action verb); to **whom or** what is the action directed (object of action): **why** is the action being done (be brief); how is the action being done (be brief). For each task state: Who reviews it? What is it reviewed for?

Number Each Task and Indicate Percent of Time	
1. 70%	<p>Performing data analysis and quality assurance duties for the program. This includes but is not limited to analyzing program data to identify trends, developing management reports, and developing quality management systems pursuant to Retail and Manufactured Foods Program Standards requirements. Applying statistical analysis and quality management principles to all program functions, including inspections, enforcement, training, education, and outreach.</p> <p>Activities included are:</p> <ul style="list-style-type: none">• Develop management reports to better track and analyze employee time and travel to help maximize efficiency• Analyze inspection data to find trends to allow resource targeting to improve employee training and customer outreach and education• Audit team lead-audits required under program standards• Aid program with System Automation implementation• Develop and implement metrics for Quality Assurance Plan• Lead in a Quality Assurance Team for the program• Further develop the program's Quality Assurance Program to make the QA system sustainable.
2. 15%	<p>Provides advice to management QA program adaptations that would be beneficial to the program. This includes researching software tools such as SPSS and SAS and how those might be incorporated into the program.</p>
3. 15%	<p>Other duties as assigned.</p>

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.
- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position Number

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23. Which statement best describes the results of error in action or decision of this employee?
- (X) Minimal property damage, minor injury, minor disruption of the flow of work.
 - () Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
 - () Major program failure, major property loss, or serious injury or incapacitation.
 - () Loss of life, disruption of operations of a major agency.

Please give examples.

Failure to perform effectively could result in failing to meet the FDA Program Standards, which could impact future funding.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

For purposes of responding to specific questions or issues, the employee daily is in contact with other state employees; occasionally is in contact with representatives of FDA; and minimal contact with the public, stakeholders, and other officials occurs.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

The work environment involves normal everyday hazards of discomforts typical of offices, meeting and training rooms, or libraries. Comfortable levels of temperature, ventilation, lighting and sound are inherent in the work environment. Exposure to deviations from pleasant environmental conditions is only occasional. The likelihood of injury is remote.

Repetitive use injuries from typing and using a computer mouse are possible if appropriate precautions are not taken.

There is a possibility for some overnight travel in and out of state which may require air travel.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Personal computer, telephone, calculator, copy machine, fax machine, and scanner are all used frequently.

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27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

One year of experience in planning, implementing and monitoring activities relevant to the agency's programs. Education may be substituted for experience as determined relevant by the agency.

Education or Training – Special or Professional

Bachelor's degree in quality assurance or quality control, mathematics, statistics and/or computer sciences. Master's degree strongly preferred. Candidates without an advanced degree should have minimum of two years of experience in applying statistical models and methodologies.

Licenses, certificates and registrations

Valid driver's license

Special knowledge, skills and abilities

Communication skills are essential as well as experience in the use of personal computers. Ability to communicate in a businesslike manner and maintain a pleasant and helpful attitude in dealing with others. Ability to organize and facilitate meetings with state personnel. Must have knowledge and be proficient in Microsoft Excel, Access and SQL Databases, and some experience with Oracle databases. Knowledge of advance statistical analysis tools such as SAS and SPSS is preferred.

Experience – Length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must be able to obtain and maintain commissioning by the U.S. Food and Drug Administration.

Signature of Employee

Date

Signature of Personnel Official

Date

Signature of Supervisor

Date

Signature of Agency Head or

Date

Appointing Authority
